

SD&DS-MM-48  
22 May 1972

UNITED STATES INTELLIGENCE BOARD  
INTELLIGENCE INFORMATION HANDLING COMMITTEE  
System Design and Development Subcommittee

MEMORANDUM FOR: Program Committee Members

SUBJECT : Meeting of the Program Committee, 3 May 1972

1. Attendees were: Chairman -   
CIA -   
DIA -   
NSA -   
Army - Capt. Edward W. Blanchard  
Air Force - Mr. David A. Luther  
IHC/SS -   
Mrs. Sharon McGuire

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2. The Chairman opened the meeting stating that there were many loose ends to tie together before the Symposium. He then outlined the procedures for handling the SI material which is being produced for the Symposium. Fifty copies of each paper will be run and made available to the participants of the sessions to which the papers pertain. The proceedings of the Symposium will probably contain a codeword annex.

3. Mr. Luther asked if a list of names and telephone numbers of all participants would be included in the notebooks to be used for future reference. Since this was done for the Symposium on Mass Memories and received favorable comment, it will be provided for this Symposium.

4. The Chairman brought up the possible problem created by the exchange of sessions 15 and 19 with sessions 7 and 11. The Chairman felt that participants could not properly prepare their matrices without first being aware of the change. He asked each member if they could assume that the new form superseded the old form even though attendees were turning in the old form. None of the members felt this change created a major problem.

5. Mr. Luther asked if we had an estimate of the attendance totals for each session. The Chairman said that a work sheet was being made up to use in estimating this.

6. The Chairman said there would be no more mailing of papers prior to the Symposium; they will be placed in the notebooks.

7. The Chairman congratulated the NSA member for the handling of the three additional CIA attendees who turned up for Sessions 1 and 13.

8. The Chairman told the members of the Committee that he would be attending a Human Factors Symposium and included in his material for the Symposium was an evaluation sheet. He asked the members if they felt this was a good idea and all agreed that it was. An evaluation sheet will be provided for each attendee at the Symposium on Terminals.

9. The Chairman reviewed the procedures for checking in on both days of the Symposium. The first morning of the Symposium, all attendees will enter the lobby of the auditorium where they will be issued building access badges, notebooks with their names on them, matrices for sessions to attend, and luncheon and reception tickets. Attendees will probably return to the auditorium the morning of the second day to receive building badges. They will proceed to either Room 1A07 or 7E15 to pick up their notebooks. Those attendees who will arrive in the afternoon of either day will go to the main reception where they will be either badged or escorted.


10. Mr. Luther asked with whom responsibility rests for keeping the sessions on time. The Chairman said each Session Moderator would be responsible for his session.

11. The Chairman mentioned the problem that was caused by attendees of the Mass Memories Symposium who did not turn in their graphics material prior to the Symposium. To avoid the time wasted at that Symposium in setting up the projector, sorting the graphics, etc., the Chairman asked the members to get in touch with Session Moderators and have the graphics turned in to the Support Staff by at least the Friday before the Symposium. He also mentioned that each room will have a carrousel projector, a vugraph projector, a flip chart stand, chalk board, and a tape recorder. Sessions in Room 1A07 will be video-taped.

12. There was discussion of how to handle the non-cleared attendees who will want to attend the opening session. It was decided that escorts would be provided for them. The Chairman stressed the importance of receiving clearances for non-community attendees as soon as possible.

13. The meeting concluded with the Chairman thanking each member for their time and effort in arranging this Symposium.

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Sharon L. McGuire  
Secretary

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